

WORKFORCE COMPETITIVENESS TRUST FUND REPORTING REQUIREMENTS OVERVIEW

Monthly

Data Entry – All new, modified or changed participant data should be entered into the Commonwealth Corporation Participant Reporting Database no later than the 10th of each month for the prior month's activities.

Fiscal Status Reports – Hard copy is due to CommCorp the 15th of each month for the prior month's activities.

Quarterly

Quarterly Project Status Report – Hard Copy is due to CommCorp the 15th of the month for the prior quarters activities.